

LEW 5267.06A
Visiting Regulations

1. **PURPOSE AND SCOPE** In order to achieve the objectives of the Bureau of Prisons, it is essential that the offender develop and maintain family relationships during his incarceration. Visits by family and friends are to be stressed as an important factor in maintaining the morale of the offender. Visits are to be utilized as opportunities for developing closer relationships between family members and friends for the purpose of achieving correctional goals. This supplement is intended for use at the U.S. Penitentiary, Federal Prison Camp, and Intensive Confinement Center, Lewisburg, PA.

2. **DIRECTIVES AFFECTED**

Directive Rescinded: IS 5267.06, dated June 12, 2001.

Directives Referenced: PS 5267.06, Visiting Regulations, dated May 17, 1999, PS 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997, PS 1315.07, Inmate Legal Activities, dated November 5, 1999, PS 5510.09, Searching; Detaining of Non-Inmates, Arresting Authority; Use of Metal Detectors, dated March 6, 1998, PS 5280.5, Furloughs, 1/24/90, PS 5100.07, Security Designation & Custody Classification System, dated 9/3/99, PS 7331.03, Pre-Trial Inmates, dated 11/22/94, PS 5270.7, Discipline and Special Housing Units, dated December 29, 1987, PS 4500.04 and Trust Fund Management Manual, dated September 3, 1999

3. **PURPOSE** To provide updated information pertaining to visiting regulations.

4. **VISITING REGULATIONS**

- a. Visiting Facilities: Inmate visits at the USP will take place in the USP Visiting Room. Inmate visits at Lewisburg Intensive Confinement Center (ICC) will take place in the multi-purpose room of the ICC. Inmate visits at Lewisburg Camp (LEC) will take place in the Camp Visiting Room and when weather permits the outside courtyard.
- b. Visiting Room Officer: The Correctional Services Compliment currently allows for three officers assigned to the visiting room on Thursday and Friday. A fourth officer may be assigned on Saturday and Sunday due to the influx in visiting on the weekend. Visits must be supervised to prevent the passage of contraband and to insure inmates and their visitors interact appropriately. Visits have an inevitable and extensive public relations aspect. The impressions gained by the visitor, whether he/she is a member of the offender's family or a government official, are of the utmost importance. For these reasons, selections for this correctional assignment should not be left to chance or shifted frequently. The Officer's personal appearance, his/her manner of speech, his/her ability to be tactfully firm, his/her alertness, his/her grasp of regulations, and his/her judgment in sensing situations requiring referral to other institution departments will determine the effectiveness of the visit. The Visiting Room Officer will work closely with Unit Management Staff and the Special Investigative Agents Office (SIA).
- c. Visiting Times: Visiting hours at the Penitentiary are 8:30 a.m. until 3:00 p.m., Thursday through Sunday. There will be no visitation Monday through Wednesday with the exception of Federal holidays falling on either of these days (July 4th, Christmas, etc.). Visitors may arrive at the Penitentiary at 8:00 a.m. to begin the processing procedure. Visitors arriving after 2:30 p.m. will not be admitted to visit.

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Visiting hours at the Camp are from 5:00 p.m. to 8:00 p.m. on Friday evening, 8:00 a.m. to 3:00 p.m. on Saturday, 5:00 p.m. to 8:00 p.m. on Saturday evening, 8:00 a.m. to 3:00 p.m. on Sunday, and 8:00 a.m. to 3:00 p.m. on federal holidays. Visitors arriving after 2:30 p.m. for day visits and after 7:30 p.m. for evening visits will not be admitted to visit.

Visiting hours at the Intensive Confinement Center are from 8:00 a.m. to 3:30 p.m. on Sundays and Federal Holidays. Visitors arriving after 3:00 p.m. will not be allowed to visit.

On Saturdays, Sundays, and Federal Holidays, Inmate Visitors shall not be allowed entry into the Institution from 9:15am, until the clearing of the 10:00am Institutional Count. Additionally, when all inmate visitors arrive, they will be required to record their home telephone number on the Inmate Visitors Voucher form in triplicate. The top copy will be maintained at the Front Lobby, the second copy will be maintained in the inmate visiting folder, and the third copy will be brought in with the visitor(s) to the Visiting Room. Upon completion of the visit, this form will be returned to the Front Lobby Officer.

d. Frequency of Visits: To avoid overcrowding in the Visiting Room and the disappointment of having to turn away visitors, the following restrictions will govern the frequency of visits at the main institution.

- (1) Inmates are encouraged to have their visits Thursday through Friday. Inmates receiving visits on Saturday or Sunday will be permitted to visit one of those days. When a Federal holiday precedes or follows the weekend (Saturday or Sunday), that day will be considered a regular weekday visiting day.
- (2) In order to avoid overcrowding during weekends, holidays or other peak visiting times, the following procedures will be implemented. Those visitors who sign in at the Front Desk between

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8:00 A.M. and 8:30 A.M. will be permitted to visit four (4) hours. All visitors arriving after 8:30 A.M. will be afforded a visit of three (3) hours in length, if overcrowded conditions exist.

- (3) The number of visits for inmates will not exceed five (5) per month with attorney and parole representative visits being excluded from the total number.
 - e. In the event visitors arrive on the same day to see inmates that are considered to be on "Keep Away" status, the Front Entrance Officer will explain to each family the visiting procedures for these inmates. The family that arrived at the institution first will be afforded the opportunity to visit for the first half of the visiting hours. The second group of inmate visitors will be asked to leave the reservations grounds and will be given a time to return to the institution to visit for the second half or remainder of the scheduled visiting hours.
 - f. Special Housing Unit (SHU) and Special Management Unit (SMU) inmates will visit on Thursdays and Fridays only. Inmates housed in SHU and SMU will be required to provide two weeks notice, prior to a visit via a Request to Staff Member (cop-out). The request should be submitted to SHU or SMU Lieutenant. This will allow staff ample time to address issues in advance to ensure all inmates are able to visit. Inmates in Phase I and Phase 2 of the SMU program will be required to visit in the non-contact visiting booths. Inmates in Phase 3 and Phase 4, at the Unit Manager's and SMU Lieutenant's discretion, may be authorized to visit under normal visiting procedures.
5. The unit management staff will be responsible for compiling the regular visiting list for each offender.
- a. Friends and Associates: Visiting privileges may be extended beyond relatives to include friends and other non-relatives if it can be verified that the association or friendship is a genuinely constructive

one and was established prior to confinement. Relationship may be confirmed by notarized statement and/or dated photographs. Exceptions may be made to the PRIOR relationship rule; particularly for inmates without other visitors. It must be shown, however, that the proposed visitor is reliable and poses no threat to the institution.

The number of friends and other non-relatives on a visiting list may not exceed four (4) persons. The names may be rotated every 90 days by initiating a request through the inmate's Unit Team. At the ICC and Camp, the number of friends and other non-relatives on the visiting list may not exceed ten (10) persons.

- b. Persons With Prior Criminal Convictions: The existence of a criminal conviction alone should not constitute a barrier to proposed visits. Consideration should be given to the nature, extent, and recentness of the convictions as weighed against the value of the relationship. Each such case, however should have the specific approval of the Captain and Associate Warden (Programs). At the Camp and ICC, the Administrator will review each case for appropriateness.
- c. Ex-Inmates of this Institution and Relatives of Ex-Inmates or Other Inmates: Such visits will require prior approval of the Warden.
- d. Procedures for Disapproving Proposed Visitors: In the event staff propose to disapprove a visitor, the respective unit team will route the request for disapproval through the Captain and Associate Warden (Programs). Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit.
- e. Age Limitations: Visiting is disallowed for those persons who have not attained their 18th birthday, unless accompanied by a legal guardian, or an immediate family member who is over 18 years-of-age.

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6. Visiting groups will be kept to a reasonable size, i.e., no more than five (5) persons (including children) at one time. The Visiting Room Officer has the authority to extend this number if visiting is light. The Visiting Room officer also has the authority to arrange a "split visit". A split visit is defined as a visit where five persons are present in the Visiting Room and one or more of these persons leaves the Visiting Room to be replaced by another authorized visitor(s). At all times one, of the members of the group visiting must be over the age of 18. On split visits, only one interchange of visitors will normally be permitted; for example, individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. At the Camp and ICC, no more than four (4) persons, including children, may visit at one time.
7. **SPECIAL VISITS** All Special Visits will be initiated from the Unit Team and routed to the Associate Warden of Programs for approval. Once approved, a copy of the request will be forwarded to the Lieutenant's Office. Special visits at the LEC or ICC may be authorized by the Administrator upon recommendation by the Unit Manager. Visits in this category serve such purposes as assistance in release planning, counseling, and discussion of acute family problems. Visits for these purposes at the USP, LEC, or ICC will not count toward the five (5) visits a month. PVS visits also will not count toward the five (5) visits a month.

Inmates requesting to have visits on both Saturday and Sunday of the same weekend must make the request in writing for approval to visit on both days. The request will be initiated from the Unit Team and routed to the Associate Warden of Programs for approval. Once approved, a copy of the request will be forwarded to the Lieutenants' Office. Requests for special visits at the ICC and Camp must be approved by the Camp/ICC Administrator.

Distribution of any approved "Special Visit Request" memorandum will be forwarded to the SIS Office.

8. **BUSINESS VISITORS** It is the policy of the Bureau of Prisons that no inmate shall be permitted to engage actively in a business or profession while serving a sentence. An inmate who has engaged in a business or profession prior to commitment will be expected to delegate authority for the operation of such business or profession. This does not mean that the offender may not have a visit which may be necessary to protect his resources or operation of his business or profession and there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such instances, a special visit may be authorized by the Captain and Associate Warden of Programs.

- a. Before visits of this kind are permitted, it should be ascertained that the business is of a legitimate nature. The time allowed for the visit should be determined by the Captain, and Associate Warden of Programs. When there are excessive requests for business visits, the matter shall be brought to the attention of the Captain and Associate Warden of Programs. These visits are not counted against the five (5) visits per month.
- b. Whenever it has been determined that an offender is a citizen of a foreign country, the consular representative of that country shall be permitted to visit such offenders on matters of official business. This privilege shall not be withheld even though the inmate may be in Administrative Detention or Disciplinary Segregation. These official visits are not counted against the five (5) visits per month.

9. **ATTORNEY VISITS**

- a. Visits by retained and appointed attorneys in contemplation of legal representation, or by an attorney who wishes to interview an inmate as a witness, shall be permitted.
- b. Specific regulations pertaining to the frequency of visits have not been established because the number of visits necessary is dependent upon the nature and urgency of the case.

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- c. The attorney should normally make an appointment with the Unit Manager prior to each visit but every effort should be made to accommodate an attorney's visit where prior notification is not practicable. However, an attorney may encounter a delay in visiting with an inmate where prior notification was not made.
- d. When making an appointment with the Unit Manager to visit, the attorney shall identify himself or herself as the attorney for whom the visit has been requested by showing the letter from the inmate or his family requesting the visit or by showing such other information which would identify him or her as an attorney of the inmate he has requested to see.
- e. An attorney who employs an assistant, i.e. paralegal or investigator, and who wishes the assistant to visit with an inmate on legal matters shall provide the inmate's Unit Manager with a signed statement including:
 - (1) Certification of the assistant's ability to perform in this role and awareness of the responsibility of this position;
 - (2) A pledge to supervise the assistant's activities;
 - (3) Acceptance of personal and professional responsibility for all acts of the assistant which may affect the institution, it's inmates, and staff.
 - (4) Each assistant must fill out and sign a personal history statement and a pledge to abide by Bureau regulations and institution guidelines.
- f. The Bureau of Prisons reserves the right to refuse admission to one of its facilities to anyone who fails to comply with regulations or who tries to exploit offenders. If there are any questions about the identity of the attorney or his/her qualifications as an attorney in good standing, the matter should be referred to the Legal Department.

- g. Visits between the attorney and his/her client shall not be subject to auditory supervision. Tape recordings may be used by the visiting attorney during the course of his/her visit with prior approval of the Warden when he/she agrees in writing, in advance of the interview, that the only purpose of the recording is to facilitate the attorney/client relationship.

Attorney visits will ordinarily be conducted in the Visiting Room under the visual supervision of the Visiting Room Officer. The attorney and his/her client will be permitted to converse privately. Documents may be shown by the inmate to the attorney, but no documents or other articles will be given to the attorney by the inmate for retention or vice versa without approval of the attorney advisor.

10. **VISITS TO OFFENDERS NOT IN REGULAR POPULATION STATUS**

- a. Admission Status: Visits during the admission and orientation period may generally be limited to the immediate family. However, some flexibility and good judgement should be exercised in approving or disapproving visitors during this period.

- b. Hospital Patients:
 - (1) Inmates hospitalized in the community will not receive visitors unless authorized by the Warden.

- c. Detention or Segregation Status: Inmates in administrative detention or disciplinary segregation status and their visitors will be directed by Visiting Room staff where to be seated.

Camp inmates who require placement in the Special Housing Unit will be confined at the LSCI, Allenwood. Inmates will be subject to that facility's policy regarding visits.

- d. Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list once they have been removed. The Unit Manager will prepare a memorandum through the AW (P) to the Warden enumerating the specific reasons for

reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.

- e. ADX Control Unit: An inmate who has been approved for, and is awaiting placement in, the ADX Control Unit may be provided non-contact visiting.
- f. Non-Contact Visits: Visits in special cases deemed not appropriate for regular visiting room seating based on security needs, shall be conducted in the non-contact visiting area in the visiting room. These visits include but are not limited to those inmates awaiting transfer to U.S.P. Marion. Other inmates identified by the Captain and/or Associate Warden of Operations, because of security concerns, will visit in the non-contact area.
- g. Holdover Status: Since regular visiting lists are generally not available for those in holdover status, visitors must have prior approval of A/O staff and visits will be limited to members of the immediate family. Holdovers will be permitted the same visiting privileges as inmates in population unless precluded by circumstances which would threaten the security of the institution. Visits for holdover inmates are allowed, Thursday and Friday, 8:30 a.m. to 3:00 p.m. only. Visits outside of these time frames must have prior approval from the A/O Unit Manager. Ordinarily, inmates on holdover status at the Camp are not afforded visiting privileges. ICC holdovers at the Camp are permitted visits with immediate family members only.
 - (1) Length of visits which must be held in areas other than the Visiting Room, i.e., Hospital or Segregation, may be limited by the availability of staff. If staff are not available to afford the visit during a specific time, this must be documented on file. Normally, these visits will be limited to one hour, occurring Thursday and Friday, between 8:30 A.M. and 11:00 A.M. or 1:00 P.M. and 3:00 P.M.

11. **PREPARATION OF THE LIST OF VISITORS**

- a. All inmates (USP, LEC & ICC) will submit a list to their assigned counselor of persons with whom he wishes to visit. The inmate will also provide a self-addressed stamped envelope to the counselor for each visitor requested.
- b. A form letter (Attachment "A") requesting information from potential visitors will be forwarded by the counselor to all visitors whom the inmate has requested.
- c. A background investigation (NCIC check) will be conducted when the potential visitor completes and returns the form directly to the respective counselor. Inmates will be advised if the visitor has been approved or denied. Distribution will be made to the inmate file, the individual inmate concerned, and the Visiting Room Officer. This process will ordinarily be started within the first few days after the inmate's arrival.
 - a. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions to the institution (Attachment "B"). These regulations provide specific instructions for reaching the institution and makes reference to Section 1791, Title 18, U.S. Code, which provides a penalty of not more than twenty years or a fine of not more than \$250,000 or both for any person who provides or attempts to provide, an inmate any prohibited object.

Even though a potential visitor has completed the "Request for Visitation" form and returned the form to the Counselor via the U. S. mail, the visitor is not approved for visitation until the Counselor has completed the processing of the form and the respective inmate has verified with his Counselor that the potential visitor is approved for visitation. Visitors that are not on the approved visiting list will not be allowed visitation (see exception for Holdover inmates).

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- d. Identification of Visitors: Each visitor will be required to establish his/her identity as the person for whom a visit has been approved. Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution. The usual means of identification need not be the sole basis of identification. Tactful questioning on the basis of available information and signature comparisons may help clear any doubtful cases. Inability to establish identification should be reported to the Operations Lieutenant and will be grounds for denial of the visit. No visitor should be admitted whose identity is questionable.
- e. Notification of Visitors: Each visitor will be provided written guidelines for visiting the institution (Attachment "B"). Visitors will be required to sign a statement (Notification to Visitor Form), each visit acknowledging that the guidelines were provided and declaring they do not have any articles in their possession which is a threat to the security of the institution. Any visitor who refuses to make a declaration will be denied visiting privileges.

Inmate visitors are not allowed to take any item into the Visiting Room except for an I.D. Card, a clear change purse, wallet, up to four baby diapers, two plastic milk bottles prepared with baby formula 3/4 full, one pacifier, one plastic zip lock bag containing "baby wipes". **If medication is needed by the visitor, the Front Entrance Officer will notify the Visiting Room OIC.** The visitor will be instructed to give the medication to the Visiting Room OIC, where the medication will be held for the visitor, should it be needed.

Prospective inmate visitors will be randomly tested using the Ion scan machine, located in the front entrance. Results will be recorded in written format. A second test will be administered after any positive reading. When a prospective inmate visitor consecutively tests positive for one of the 30 identifiable

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substances, the following action is to be taken:

(1) First Occurrence: Visiting privileges for the inmate visitor are to be suspended for 48 hours.

(2) Second Occurrence: If within one month of the first occurrence, visiting privileges are to be suspended for 30 days. If a visitor tests positive after the one-month period, the tests result will be treated as a first occurrence.

(3) Third Occurrence: If an inmate visitor tests positive at any time after a 30-day suspension, the inmate visitor will be denied visiting for a period of 90 days.

(4) Fourth Occurrence: If an inmate visitor tests positive at any time after a 90-day suspension, the inmate visitor will be removed from the list.

- g. Records of Visitors: The institution will maintain a record of visitors for inmates in connection with the inmate's visiting record. The visitor's signature is required on the visiting slip every time they visit.
- h. Supervision of Visits: In the supervision of visiting, it is the responsibility of the Visiting Room Officers to make certain that all visits are conducted in a quiet, orderly, and dignified manner. Visits may be terminated if inmate and/or visitor violate said demeanor.
 - (1) At all times a visitor should maintain a professional and courteous manner toward all staff members. In the event a visitor becomes belligerent or rude toward a staff member, the visit will be terminated.

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- (2) When legal or business matters are being discussed and papers need to be scrutinized or signed by the inmate, they will first be examined by a Correctional Officer for contraband.
- (3) In no instance shall the Visiting Room Officer accept articles or gifts of any kind for an offender. Money may not be left for deposit in the inmate's Commissary account.
- (4) Handshaking, embracing, and kissing may be permitted within the bounds of good taste at the beginning and the end of the visit. The reason for limiting physical contact is to minimize the opportunity to introduce contraband into the institution.

12. **MISCELLANEOUS VISITING ROOM REGULATIONS**

- a. Inmates are required to wear institution jumpsuit during visitation. No other clothing is permitted. Camp inmates are required to wear khakis when reporting for a visit.
- b. It is not permissible for inmates to accompany their visitors to the vending machine area nor the children's area of the Visiting Room. Furthermore, inmates are not permitted to remove any vending items from the Visiting Room.
- c. Inmates shall not take anything to a visit except a comb, handkerchief, wedding band, prescription glasses, and authorized religious head coverings, i.e. kufies, headbands, etc. Any religious item must be worn for the duration of the visit and may not be exchanged for a religious item the visitor may have in their possession. If an inmate has property in his possession upon entering the Visiting Room, he will be instructed to return to his Unit and secure the property in question. No items of personal property will be stored in the shakedown area.
- d. Inmates are responsible to inform prospective visitors that dress should be appropriate for an institutional setting and should not present possible

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disrespect to others who may be present in the Visiting Room. Shorts, micro-mini skirts, see-through blouses or dresses without appropriate undergarments will not be permitted. No ball caps, hats, bandanas, sweat bands, do rags, or any other type of head gear is authorized with the exception of head gear. Visitors will be denied a visit when supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institutional setting.

- e. Visiting Rooms at the USP, LEC and ICC have been designated as NO-SMOKING areas for all persons.
 - f. Inmate are responsible for controlling the behavior of their children during visits.
 - g. During fog conditions, Inmate Visiting will be allowed once fog posts are staffed. Should the Operations Lieutenant determine the fog is too heavy for the Front Tower Officer to identify departing visitors standing in the yellow circle, once visitors have been processed into the visiting room, they will remain in the visiting room until fog conditions are lifted except for extraordinary circumstances such as medical emergencies.
13. **PENALTY OF CIRCUMVENTING REGULATIONS** Any effort to circumvent or evade the visiting regulations established at this facility will not only result in the denial of future visits but may require that other disciplinary action and possible Court proceedings be initiated.
14. **DEPARTMENT OF PRIMARY RESPONSIBILITY** Correctional Services.
15. **EFFECTIVE DATE** This supplement is effective upon issuance.

Joseph V. Smith, Warden

Date

Distribution:

Central Library, NER Correctional Programs Administrator,
Captain, Law Library, AFGE

BP-S629.052 VISITOR INFORMATION

SEP 00

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

	Institution U.S.P. Lewisburg	Date
	Re: (Inmate's Name and Register No.)	

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

After Completing *this Form* Return to:

U.S.P. Lewisburg
R.D. # 5
Lewisburg, Pa. 17837

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor		
6. Are you a U.S. Citizen? ___ Yes ___ No	6a. If yes, provide Social Security No: _____ _____ 6b. If no, provide Alien Registration No: _____ _____ 6c. Provide Passport No: _____ _____		
7. Relationship to above-named inmate		8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			

12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:

13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):

14. Driver's License No. and State of Issuance

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: U.S.P. Lewisburg any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information
(Sign and Print Name)

Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

Replaces BP-S629 of May 99

Attachment "B"

U. S. PENITENTIARY

LEWISBURG, PA. 17837

VISITING DAYS: Sunday, Thursday, Friday and Saturday

VISITING HOURS: 8:30 AM TO 3:00 PM

VISITING ROOM CLOSED on Monday, Tuesday and Wednesday

VISITING INSTRUCTIONS

1) Approved visitors will be notified by the inmate requesting their placement on his approved visiting list. Ordinarily, members of the inmate's immediate family (parents, brothers, sisters, wife, & children) will be approved. No other person may visit unless the visit has been approved. An inmate may request other family members or friends to be approved and these persons will be notified by the requesting inmate if approval is granted.

Visitors are required to present satisfactory identification such as a driver's license, social security card, or other documents which bears the signature of the visitor.

2) To avoid overcrowding on weekends, visits on weekdays are encouraged. The same person may not visit on both Saturday and Sunday. The number of visits for inmates committed after November 1, 1976, will not exceed five (5) per month (excluding attorney visits). Visitors arriving after 2:30 PM will not be admitted.

3) When overcrowding exists, visits may be terminated by the visiting room officer in order to accommodate others wishing to visit.

4) Children under the age of 16 may not visit unless accompanied by a responsible adult who is on the inmate's approved visiting list.

5) It is a Federal Offense to introduce, or attempt to introduce any article into, or upon the grounds of this institution without the Warden's consent. Personal items may not be brought into the institution. No article may be given to an inmate during a visit. You are prohibited from introducing narcotics, alcohol, firearms, or explosives onto the Federal Reservation. (Title 18, U.S. Code , Section 1791)

6) The institution is located just North of the city of Lewisburg. The entrance road (William Penn Road) leads West from U.S. Route 15 at J. P. M. Mfg. Co. Visitors must report to the Front Tower Officer through the speaker box located near the tower. Cars must be locked and no one is allowed to remain in the parked cars on the reservation. There isn't any bus service between Lewisburg and the institution. However, the following types of transportation is obtainable.

A) AIR SERVICE - The nearest commercial airlines is located in Williamsport, Pa. They have two (2) different airlines that arrive and depart from the airport. US AIR & UNITED, Please consult telephone directory for toll free number.

B) CAR RENTAL AGENCY- The AVIS Car Rental Agency is located inside the main terminal at the Williamsport Airport. The following are the different car rental rates. Please consult telephone directory for toll free number.

C) AREA HOTELS- Holiday Inn Express (570) 568-1100; Comfort Inn (570) 568-8000; Country Cupboard Inn (570) 524-5500.

D) BUS SERVICE - Those visitors that use Greyhound or Trailways as a means of travel may contact their local terminals for information concerning arrival and departure times.

E) TAXI SERVICE- A local taxi service is available for your service. A coin-operated telephone is located in the visitor's waiting station outside the institution's front gate.

F) Transportation by a Charter Bus at a minimal fee is also available to inmate's families through several community organizations who schedule busses from distant

Metropolitan Areas. Busses from Washington D.C., New York, Philadelphia, Pa., Baltimore, Md. Are arranged by the "Prisoners Visitation Service of Lewisburg" to serve inmate's families in arranging transportation to Lewisburg

7) Snack items and soft drinks are available from vending machines in the visiting room.

8) Embracing is allowed only at the beginning and the end of a visit.

9) Violations of these instructions may result in the denial of future visits. Violations of Federal Laws will be referred to the appropriate agency.